

MINUTES

MEETING OF: LIBRARY BOARD OF TRUSTEES
DATE OF MEETING: Wednesday, March 20, 2013
PLACE OF MEETING: Carlsbad City Library Board Room
1775 Dove Lane, Carlsbad CA

CALL TO ORDER:

Chair Bob Benson called the meeting to order at 4:00 p.m.

ROLL CALL:

Present: Library Board Trustees Benson, Bradley, and Hulsart

Absent: Library Board Trustees Hinman & Lignante

Staff Present: Heather Pizzuto, Library & Cultural Arts Director
Suzanne Smithson, Deputy Library Director
Glynn Birdwell, Principal Librarian
Jessica Padilla Bowen, Community Relations Manager
Steve Didier, Library Management Analyst

APPROVAL OF MINUTES:

By proper motion (Hulsart/Bradley) the Board unanimously approved the minutes of the regular meeting held February 20, 2013.

MONTHLY LIBRARY REPORTS:

Trustees Hulsart had questions about the visit from the Overdrive e-book bus and Trustee Bradley was able to provide information having visited the bus herself. All three Trustees also commented on the amount of school outreach during the month of February.

Trustee Bradley asked for more information on the recent Integrated Library System (ILS) vendor demonstrations. Library & Cultural Arts Director Pizzuto reported that the vendor demos covered three complete days and involved all levels of staff. Following the demonstrations the procurement team solicited feedback from all those staff members who participated. The next step is scheduled meetings between the Library & Cultural Arts Director and the lead executives of each of the vendor companies and reference checks for each company. She added that after a selection has been made, there are the complex contract negotiations which routinely take months.

CARLSBAD READS TOGETHER:

Community Relations Manager Jessica Padilla Bowen distributed copies of the resource guide containing information on the author, other books she has written, and all the events scheduled for the month. She added that the Library purchased 85 physical copies of the book and 3 e-books, using Friends of the Library funding. All but 8 copies of the physical book are currently checked out along with all the e-books. Ms. Padilla Bowen also reminded the Board of the date of the tea ceremony and lecture and asked that they let her know if they will attend.

MATERIALS RENEWAL POLICY:

Library & Cultural Arts Director Pizzuto reminded the Board that at their last meeting she announced the change in the renewal practice to allow for materials to be renewed twice, but only applying to those items that were already renewable. This agenda item is to initiate a change in the policy to allow for the renewal of DVDs and video games, which was not allowed in the past. As both these items incur a fee when checked out, staff has been working to ensure that when renewed, the additional fee will appear on the account and identified with the specific item whether renewed at the desk, at the self check, or remotely.

After some discussion the Board by proper motion (Hulsart/Bradley) and vote unanimously approved the change in the renewal policy to allow for renewal of DVD's and video games.

DIRECTOR'S REPORT:

Library & Cultural Arts Director Pizzuto reported to the Board on the following:

City Changes – The City has a new City Manager, John Coates, and new City Attorney, Celia Brewer and has also undergone a restructuring, but with no significant changes to the Library & Cultural Arts Department which will continue to report to the interim Assistant City Manager, Gary Barberio. Also as part of the restructure, the Leadership Team (LT) has been reduced. The Assistant City Manager will represent the interests of the Library & Cultural Arts Department on the LT.

State Library Forum - Library & Cultural Arts Director Pizzuto attended the forum on March 6 & 7 in Sacramento. The State Library has proposed state funding for smaller state-wide programs and literacy but it may not be approved in the budget. A new communication tool for Libraries, boards and advocates was shared with attendees who provided feedback for improvements. Also discussed was an initiative the State Library has been helping to promote. Titled "The Edge" it is a set of technology benchmarks developed for libraries across the country to evaluate the level and quality of technology services available to the public. Library & Cultural Arts Director Pizzuto has been involved on the advisory group providing

feedback from a medium size library in a large state and Carlsbad City Library has been chosen as one of the 20 libraries in the state to use this tool and report out on a national level.

Library Staffing – The Library recently concluded two internal recruitments, a Library Assistant in Cole Children's and a Senior Office Specialist for the Cultural Arts office. Selections have been made and Human Resources will be making the offers and the positions filled by mid-April. Several recruitments for part-time positions have also taken place.

FY2013-14 budget- The Library has its review of the budget with Finance next week and the City Manager's Team review of the CIP projects was last week. The Library & Cultural Arts projects are still in the running but with City staffing changes and processes evolving, the next steps are not certain.

Patron concern –The Library has been responding to concerns expressed to both the Library and the City Council by one patron, regarding the organization of the foreign film collection. A summary of the Library's efforts to respond to the patron's concerns was shared with the City Council. Consistent with the typical search pattern of patrons who seek foreign films by title regardless of the original language, foreign films are shelved together by title other than Spanish language films which are separated due to the size of that collection and demand for materials in that language. All films are physically labeled with the primary language, and the online catalog allows ready access to foreign films by language.

Flag drop - The Carlsbad Fire Department recently placed a worn flag drop box at the Dove Lane facility and in the three weeks it has been in place more than 68 flags were deposited. The Fire Department plans to install a similar box at the Cole Library location.

Fire pull in Cole Children's - The Fire Department has decided to install a box over the fire-pull in Cole Children's and will be looking at other locations that might also need a cover to discourage false alarms.

FOUNDATION REPORT:

No report. The Foundation Board is now meeting quarterly and has not met since the Library Board's last meeting.

FRIENDS OF THE LIBRARY REPORT:

The Friends Board is meeting tomorrow; however, Trustee Hulsart reminded this Board that the spring Better Books Sale is scheduled for the end of April.

NSDC GENEALOGICAL SOCIETY:

Board Liaison Marge Kealey reported on the programs held in March and the Spring Seminar scheduled for April 13, 2013. She also announced the evening refresher genealogy classes will begin again on March 30.

LIBRARY BOARD COMMENTS:

None.

PUBLIC COMMENT:

None.

ADJOURNMENT:

By proper motion (Bradley/Hulsart) and vote the meeting was adjourned at 4:39 p.m.



Cissie Sexton
Administrative Secretary